

## Step by Step Guide to View your Paycheck

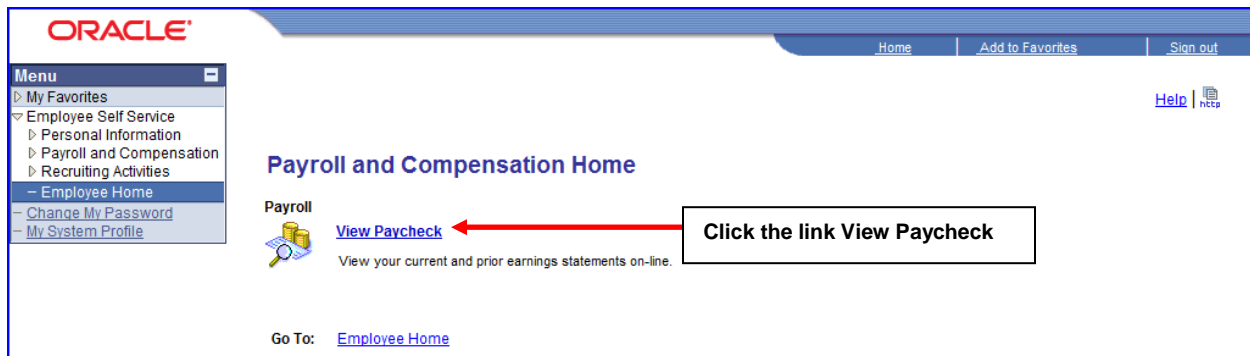
To view your paycheck you will need to log into your Employee Self Service Account. This step-by-step guide will help you navigate to view your most recent pay information.

The screenshot shows the 'Employee Self Service Sign-in' page for the Vermont Department of Human Resources. The page has a header with the Vermont logo and the text 'Department of Human Resources Agency of Administration'. Below the header is a navigation bar with links: 'Vermont.gov', 'Career Center', 'Employees', and 'Managers / HR Staff'. The main content area is titled 'Employee Self Service Sign-in' and includes a breadcrumb trail: 'you are at: Home > Employee Self Service > Employee Self Service Sign-in'. The sign-in form consists of three fields: 'User ID:', 'Password:', and a 'Sign In' button. Red arrows point from text boxes to each of these elements. The text boxes contain the instructions: 'Type in your Employee ID here', 'Type your password here', and 'Click the Sign In button'. Below the 'Sign In' button is a link that says 'I Forgot My Password'.

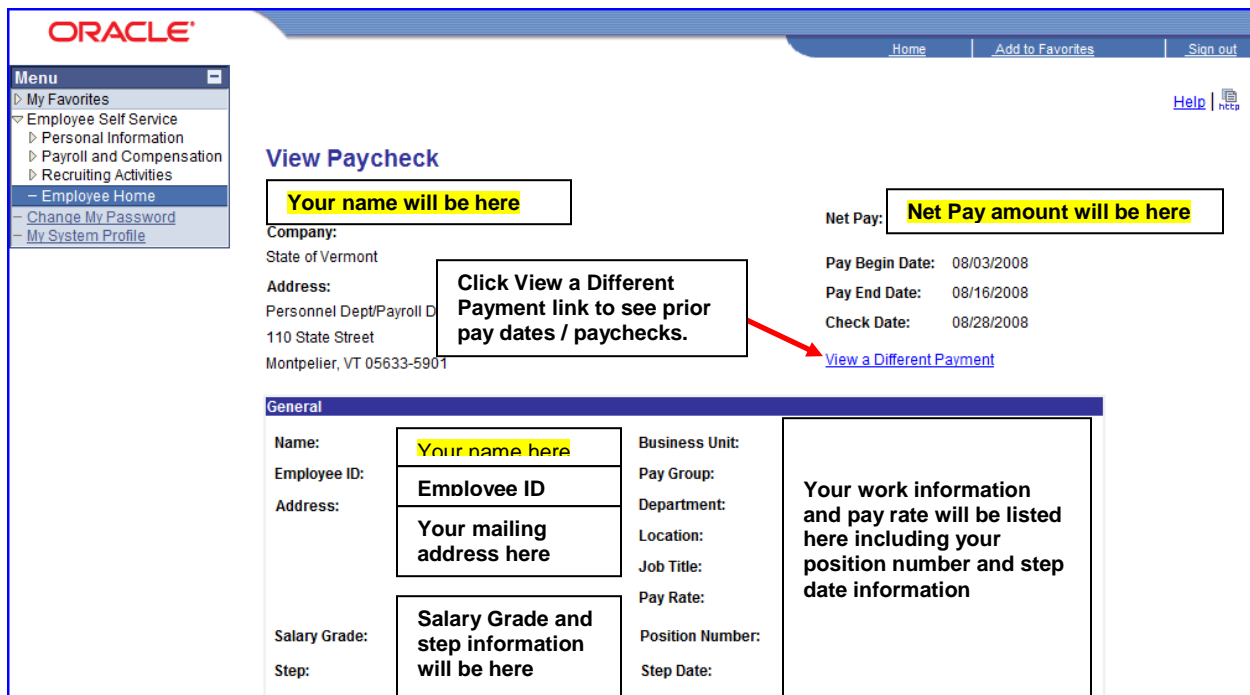
When you click the Sign In button you will be taken to the main page within your Employee Self Service Account. Click on the left-hand menu for Employee Self Service and then Employee Home to display the screen below.

The screenshot shows the 'Employee Home' page in the Oracle Employee Self Service system. The page has a header with the Oracle logo and navigation links: 'Home', 'Add to Favorites', and 'Sign out'. On the left is a 'Menu' with a tree view showing 'My Favorites', 'Employee Self Service', 'Personal Information', 'Payroll and Compensation', 'Recruiting Activities', 'Employee Home', 'Change My Password', and 'My System Profile'. The main content area is titled 'Employee Home' and contains three links with icons: 'Personal Information Home', 'Payroll and Compensation Home', and 'Recruiting Activities Home'. Red arrows point from text boxes to the 'Payroll and Compensation Home' link and the 'Sign In' button. The text boxes contain the instructions: 'Click the link to go to Payroll and Compensation Home' and 'Click the Sign In button'.

When you click the link Payroll and Compensation Home you will be taken to the Payroll and Compensation Home page



Click the blue View Paycheck link for information on your most recent paycheck.



Your pay data will be listed in different sections, you will need to use the scroll bar on the right side of the page to scroll down and view the various sections of the page.

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[Add to Favorites](#)
[Sign out](#)

Menu

My Favorites

Employee Self Service

Personal Information

Payroll and Compensation

Recruiting Activities

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Change My Password

My System Profile

Tax Data

Fed Marital Status:

VT Marital Status:

Fed Allowances:

VT Allowances:

Fed Addl Percent:

VT Addl Percent:

Fed Addl Amount:

VT Addl Amount:

Paycheck Summary

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

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HomeAdd to FavoritesSign out

Payment information including your abbreviated deposit account information will be here

Personal Information

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My System Profile

All earnings codes earned or used during the pay period will be listed here

Description	Hours	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
REG HRS	72.00	25.390000	1,828.08	30,130.36	Fed Withholding	282.24	5,088.64
HOL\$NOTWRK	8.00	25.390000	203.12	1,599.76	Fed MED/EE	27.19	481.75
O/T COMP	3.00		0.00		Fed OASD/EE	116.25	2,059.88
ANNUAL LVE				1,097.36	VT Withholding	76.85	1,385.79
CMP PR YR				101.56			
COMP LVE				2,693.52			
OT COMP +				0.00			
OT HOLCOMP				0.00			
SICK LVE				399.04			
Total:	83.00		2,031.20	36,021.60	Total:	502.53	9,016.06

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Before-Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
Choice, NT	156.19	2,797.83	Lifeln 08	2.68	47.18	Choice, NT	624.75	11,191.17
VSER - F	103.59	1,313.37				Dental	41.74	584.36
						EAP	1.16	20.83
						Lifeln 08	8.05	141.84
						Lifeln 08*		0.16
						LTD	5.18	91.89
						VSER - F	205.15	3,518.40
						* Taxable		
Total:	259.78	4,111.20	Total:	2.68	47.18	Total:	886.03	15,548.65

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	2424474	Checking	***1471	1,266.21

Leave Balances

Description	Accrual Rate (Hrs)	Frequency	Leave Balance
Sick	5.540000	Biweekly	374.93
Vacation	5.540000	Biweekly	224.33
Personal	40.000000	Hours per Year	32.00
Curr Comp			20.50
HOLP Comp			8.00
HOL Comp			0.00
Prior Comp			26.50
Total YTD Amount:			686.26

Accrual Rate Information listed here

All Leave Balances are listed in this column

Go To: [Employee Home](#) [Payroll and Compensation Home](#)

At the bottom of your paycheck data you can click the link Employee Home to return to the Employee Home page or click the Payroll and Compensation Home link to return to the Payroll and Compensation Home page.